

City of Chattanooga Neighborhood Grants Program 2002 Guidelines

PURPOSE

As part of the City's continued efforts to improve and strengthen Chattanooga neighborhoods, funds have been appropriated for projects that will promote stronger and healthier neighborhoods. This program is designed to give assistance to specific neighborhood projects that enhance the community. First time applicants with community partners are strongly encouraged to apply. Projects are sought which demonstrate clear, measurable community impact and which are clearly the best use of time and money given current neighborhood conditions and priorities.

WHO IS ELIGIBLE

Any neighborhood association, civic organization or committee located within the Chattanooga city limits that has been in existence for at least six (6) months prior to the application date. Funding for faith-based projects is not available for this funding cycle, therefore faith-based organizations are not eligible to apply. Each organization may submit only one proposal for one project.

DEADLINE FOR PROPOSALS

The Neighborhood Services Department must receive proposals by **4 p.m. Tuesday, April 30, 2002.** **Proposals recieved after 4 p.m. will not be considered.**

Mail or deliver the application to: Vanessa Jackson, Neighborhood Program Coordinator, Department of Neighborhood Services, City of Chattanooga, 1110 Market Street, Suite 333, Chattanooga, Tennessee 37402.

APPLICATION WORKSHOPS

Potential applicants are strongly encouraged to attend an Application Workshop. Application workshops are designed to review grant program guidelines and the application form. In past years workshop and/or technical assistance session participants have submitted much more competitive proposals than non-participating applicants. Application Workshops will be held on the following dates, from 6 – 8 p.m.:

<u>DATE</u>	<u>LOCATION</u>
March 5, 2001	Downtown Library
March 12, 2001	Alton Park Community Health Center
March 21, 2001	Eastgate Library
March 26, 2001	St. John United Methodist Church

TECHNICAL ASSISTANCE SESSION

In addition to Application Workshops, the Neighborhood Services Department has designed a Technical Assistance Session. This provides applicants an opportunity to ask specific questions regarding their proposed project and to receive individualized help. The Technical Assistance Session will be held on the following date:

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
April 23 th , 2002	Neighborhood Services Conference Room, 4 th Floor	6-8 p.m.

Grants will be awarded at the 4th Annual Neighborhood Conference in August 2002.

PROJECT RECIPIENTS MUST:

- Complete and submit the current application according to the instructions.
- Address a priority need that benefits the neighborhood and addresses all sectors within the neighborhood.
- Demonstrate significant participation from association members.
- Negotiate a time line and benchmarks for all projects and activities.
- Sign a contract with the City prior to beginning the project.
- Expend no funds until authorized by Neighborhood Services staff; *no person shall be reimbursed for any unauthorized expenditures.*
- Involve neighborhood residents and stakeholders directly in all phases.
- Secure all necessary permits from applicable City departments.
- Agree to coordinate project activity with Neighborhood Services staff.
- Agree to ongoing project performance evaluation.

PROCESS

- 1) Applicants are **strongly encouraged** to attend an Application Workshop, Technical Assistance Session or both.
- 2) Submit completed application by deadline.
- 3) The Grant Selection Committee made up of community leaders reviews application.
- 4) Recipients to be announced at 4th Annual Neighborhood Conference in August 2002.
- 4) Recipients attend Grant Recipient Orientation Meeting.
- 5) Recipient assigned a Neighborhood Relations Coordinator to oversee the project.
- 6) Neighborhood Association signs Contract and/or Lease Agreement.
- 7) Begin Project
- 8) Ongoing Review by Neighborhood Relations Coordinators.

EXAMPLES OF THE TYPES OF PROJECTS ELIGIBLE FOR FUNDING

Below is a list of the types of projects for which funding may be requested.
(Examples are not intended to exclude other possible projects)

Economic Development

Projects that build a neighborhood's capacity for sustainable improvements in the economic well being of residents.

- Projects seeking to eliminate barriers to employment & promote self-sufficiency
- Projects partnering with educational institutions to offer specific employment related training
- Projects that facilitate working partnerships and/or apprenticeship opportunities with the business sector
- Strategic planning projects leading to the development of programs similar to the Main Street Program or other comprehensive revitalization programs that promote historic and economic redevelopment of traditional business districts.

Developing a Digital Vision for Chattanooga

- Projects that increase access to computers and support technological literacy.
- Neighborhood Website development.
- Computer education and life long learning skills classes.
- Other technology based projects to benefit neighborhood development.

Education

Projects complimenting the Mayor's Community Education Alliance efforts to improve educational achievement in our community's most distressed schools.

- Public school partnership projects- pilot or start-up programs that directly benefit a public school and its immediate neighborhood.
- Tutorial programs to directly benefit one or more of the 11 local "on-notice" schools in partnership with the school board and other community stakeholders.
- Creation or enhancement of neighborhood reading centers through collaboration with Invest in Children.
- Adult literacy projects in collaboration with READ of Chattanooga.
- Adopt-a-Youth / Retired Teachers / Intergenerational projects.
- Drug abuse prevention and mentoring for success programs.

Neighborhood Development

Our aim is to help neighbors build clean, safe, and attractive communities with strong, independent, and capable neighborhood associations.

- Organizational development and asset mapping.
- Projects promoting intergenerational and/or inter-racial diversity with harmony, respect, understanding, and appreciation.
- Community Building and Neighborhood Identity Programs such as festivals, retreats, training programs, T-Shirts, and neighborhood histories.
- Publishing and printing neighborhood newsletters, mail-outs, and/or brochures.
- Capacity building, leadership and technical assistance for association members.
- Small-scale housing improvements for neighborhood beautification and revitalization of senior citizens' homes .
- Exterior painting projects.
- Beautification, planting and landscaping projects which "Green-up Chattanooga" involving the Chattanooga Urban Forester.

Crime Prevention

Projects supporting the Chattanooga Police Department's renewed focus on combating fear of crime and its negative effect on our City's quality of life.

- Projects that focus on issues of neighborhood safety.
- Evaluation of neighborhood and home burglary attractiveness with targeted improvements to reduce opportunity for crimes.
- Development and implementation of programs to document and communicate neighborhood watch observations & safety activities (e.g., digital or telephoto cameras, video cameras, fax machine, Family Radio Service (FRS) radios, etc.)
- Targeted vehicular traffic calming to reduce crime related activities.
- Projects to involve youth in crime reduction and safety improvement activities.

Keeping Our City Clean

- Beautification, tree planting, and/or landscaping to improve the appearance of blighted areas
- Neighborhood clean-ups to enhance community "open space"
- Development of neighborhood pocket parks
- Coordination of adopt-a-spot/street/etc. with other annual or new events (e.g., Earth Day, Tennessee River Rescue, etc.)
- Environmentally friendly and/or sustainable education or activities which benefit and improve neighborhood life

PROJECTS THAT ARE NOT ELIGIBLE FOR FUNDING:

- Infrastructure projects eligible for funding under City or County capital improvement programs (e.g., sidewalks, streetlights, road improvements, etc.)
- Projects requiring on-going personnel costs.
- Projects requiring on-going funding or multi-year projects.
- Projects that duplicate an existing private or public program.
- Personnel of staff for neighborhood associations.
- Start up Cost of Daycare Center and other Businesses.
- Projects erected or conducted on privately owned land.

2002 FUNDING CATEGORIES AND MATCHING REQUIREMENTS

Tier One Funding Category

Projects requesting \$1,000 or less.

Previously unfunded Tier 1 awardees are not required to provide a cost-sharing match. Previously funded Tier 1 applicants must provide a cost sharing match per note below.

Tier Two Funding Category

Projects requesting \$1,001 to \$10,000.

All applicants requesting more than \$1,000, and all previously funded applicants (with proposed projects of any amount) must provide at least 33% of total project dollars.

Cost sharing may be in cash or in kind, except that normal neighborhood association volunteer time will not be counted towards cost sharing. For more details about this and other program requirements, please participate in a program workshop.

For example, your organization estimates the total cost of the project to be \$4,500.00. If you request \$3,000.00 from the Neighborhood Grants Program, your organization must come up with a match of at least \$1,500.00. You may use the following formula:

Project Cost	x	67%	=	Grant Award	\$4,500 X 0.667 = \$3,000
+Project Cost	x	<u>33%</u>	=	Recipient Match	+\$4,500 X 0.334 = <u>\$1,500</u>
		100%	=	Total Project Costs	\$4,500

Your total match package can include any combination of donated professional services, donated material or supplies (in-kind contributions), and cash. All cost sharing match funds must be documented by a letter of commitment from the participating partner(s).

Proposed projects will be evaluated based on these criteria:

Partnerships – Projects should include support from organizations within the targeted area. These may include faith-based, non-profit, and civic organizations that have a vested interest in the community and in project implementation.

Sustainability – Projects should be well structured and should ideally present a plan for sustainable development and long-term growth.

Capacity – Projects should be designed relative to the organization's ability to adequately staff and implement the scope of work, including the adequacy and appropriateness of the proposed budget.

Impact – Projects should clearly and measurably benefit the community by improving the neighborhood quality of life through organizational development, beautification, education, economic development, or other enhancement(s).

Neighborhood Involvement – Projects should significantly involve residents in design, implementation, and evaluation of grant.

COMPLETED PROPOSALS SHOULD BE SUBMITTED TO:

Neighborhood Services Department
City of Chattanooga
1110 Market Street, Suite 333
Chattanooga, Tennessee 37402

FOR ADDITIONAL INFORMATION OR TECHNICAL ASSISTANCE, PLEASE CONTACT:

Vanessa A. Jackson
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1110 Market Street, Suite 333
Chattanooga, Tennessee 37402
Phone (423) 757-5054